



OHAC 2026 MAINTENANCE CLINIC

OCTOBER 1ST & 2ND 2026

Thursday, October 1st (A.M.)

7:00 a.m. – 4:30 p.m.

REGISTRATION

LOCATION: ATRIUM

7:00 a.m. – 9:00 a.m.

BREAKFAST BUFFET

LOCATION: OFF HOTEL ATRIUM

CONCURRENT SESSIONS

8:00 a.m. – 12:00 p.m.

HVAC/REFRIGERATION: TROUBLESHOOTING BASIC HEATING & AIR CONDITIONING AND PREVENTIVE MAINTENANCE PLUS EPA 608 CERTIFICATION TRAINING & TEST* (Hands-On)

CONTINUED AFTER LUNCH

LOCATION: SCIOTO

(2 - Day Seminar) * (Additional Cost & Pre-registration required) -

Additional Cost: \$175 for class only; \$125 additional for optional EPA 608 certification test

Trainer: Buzz Vontesmar, BVT Technical Center, Inc.

Summary: Day one training will consist of 8 hours of hands-on instruction featuring a new training aid. This 2-ton, split heating and cooling unit (heat pump, gas furnace & AC) will represent equipment being used at your housing authority. We will simulate all conditions the equipment may experience while emphasizing the need for preventative maintenance. The training will teach attendees to:

- **Properly charge an AC system**
- **Diagnosing overcharge of AC system**
- **Diagnosing undercharge of AC system**
- **Dirty condenser remediation (outside section)**
- **Dirty evaporator remediation (inside section)**
- **Resolving the failure of multiple components**
- **Troubleshooting and diagnostic critical thinking**

Day two of the training will include: Federal Clean Air Act, Section 608 Training & Test. Day two shall continue with an overview from Day one and will include the following:

- **More preparations**
- **Proper refrigerant handling techniques**
- **Discussion time for questions & answers**
- **Administration of the EPA test.**

Federal Clean Air Act, Section 608 Training and Test: Section 608 of the Federal Clean Air Act requires that all persons who maintain, service, repair or dispose of appliances that contain regulated refrigerants, be certified in proper refrigerant handling techniques. This training will prepare technicians for the certification test. Tests will be given and graded. Passing certificates will be mailed out and results posted with the Federal Agency.

THURSDAY OCTOBER 1ST (A.M.) – CONTINUED

8:00 a.m. – 12:00 p.m.

FURNACE TROUBLESHOOTING & REPAIR (Hands-on)

LOCATION: BUCKEYE B

Trainer: Charles Miller, Senior Maintenance Manager, Raise Up

- General sequence of operation for 80% and 90+% gas fired furnaces.
- Diagnosing common issues found with residential gas fired furnaces.
- Testing components of gas fired furnaces.
- Proper replacement of components.
- Verifying operation of gas fired furnaces after repair.
- gas fired water heaters

Attendees will receive a multi-meter to troubleshoot problems and take home

8:00 a.m. – 12:00 p.m.

ELECTRICAL WIRING & TROUBLESHOOTING (hands-on) – Repeated Training: Thursday P.M. & Friday A.M. – **Limited to 20 attendees per session**

LOCATION: BUCKEYE A

Trainer: Chris Butchko, Electrician, Raise Up (Lorain MHA)

This hands-on class will cover all aspects of apartment wiring including, typical circuits, proper grounding, and types of cables, GFCI, switches, outlets and troubleshooting. Attendees will get both lecture and hands-on training. Training will be a mock-up wall with several circuits, live distribution panel, with all the receptables and switches found in an apartment.

IMPORTANT!!: If you are registering for this session, please bring the following with you to this hands-on training:

- Lineman pliers
- Multi head screwdriver (10-1)
- Romex Wire strippers

8:00 a.m. – 12:00 p.m.

SCOPE OF WORK /UNIT TURN AROUND

LOCATION: BUCKEYE C

Trainers:

John Carpenter, Maintenance Coordinator, Athens MHA,

Shawn Cunningham, Crew Lead, Columbiana MHA

Richard Clark, Crew Lead, Columbiana MHA

Please see attached.

10:30 a.m. – 10:45 a.m.

MID-MORNING BREAK

LOCATION: CAPITAL ROOM

12:00 p.m. – 1:00 p.m.

LUNCH BUFFET

LOCATION: ATRIUM

THURSDAY OCTOBER 1ST (P.M.) – CONTINUED

1:00 p.m. – 4:30 p.m.

HVAC/REFRIGERATION: TROUBLESHOOTING BASIC HEATING & AIR CONDITIONING AND PREVENTIVE MAINTENANCE PLUS EPA 608 CERTIFICATION TRAINING & TEST* (Hands-On) – **(CONTINUED)**

LOCATION: SCIOTO

(2 - Day Seminar) * (Additional Cost & Pre-registration required) -

Additional Cost: \$175 for class only; \$125 additional for optional EPA 608 certification test

Trainer: Buzz Vontesmar, BVT Technical Center, Inc.

1:00 p.m. – 4:30 p.m.

FURNACE TROUBLESHOOTING & REPAIR (Hands-on) – **(CONTINUED)**

LOCATION: BUCKEYE B

Trainer: Charles Miller, Senior Maintenance Manager, Raise Up

1:00 p.m. – 4:30 p.m.

ELECTRICAL WIRING & TROUBLESHOOTING (hands-on) – Repeated Training from Thursday A.M. & on Friday A.M. – **Limited to 20 attendees per session**

LOCATION: BUCKEYE A

Trainer: Chris Butchko, Electrician, Raise Up (Lorain MHA)

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IMPORTANT!!: If you are registering for this session, please bring the following with you to this hands-on training:

- Lineman pliers
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1:00 p.m. – 4:30 p.m.

NSPIRE TRAINING (CERTIFICATION TRAINING)

YOU MUST BE REGISTERED AND ATTEND THE FULL DURATION OF THE TRAINING TO RECEIVE CERTIFICATE OF COMPLETION

LOCATION: BUCKEYE C

Trainer: Jerome Hagerty, Modernization Director-Capital Funds Manager-Maintenance Supervisor, Jefferson MHA

"An Overview of the National Standards for the Inspection of Real Estate"

2:30 p.m. – 2:45 p.m.

MID-AFTERNOON BREAK

LOCATION: CAPITAL ROOM

4:30 p.m. – 6:00 p.m.

WELCOME RECEPTION

JOIN US FOR A TIME OF REFRESHMENTS, NETWORKING AND A CHANCE TO WIN PRIZES

ENTER TO WIN THE 50/50 SCHOLARSHIP RAFFLE - YOU MUST BE PRESENT TO WIN

FRIDAY, OCTOBER 2ND

8:00 a.m. – 3:00 p.m.

REGISTRATION

LOCATION: ATRIUM

7:30 a.m. – 9:00 a.m.

BREAKFAST BUFFET

LOCATION: OFF HOTEL ATRIUM

CONCURRENT SESSIONS

9:00 a.m. – 12:00 p.m.

HVAC /REFRIGERATION: - (HANDS – ON)- Continued from Thursday

LOCATION: SCIOTO

(2 - Day Seminar) * (Additional Cost & Pre-registration required) -

Additional Cost: \$175 for class only; \$125 additional for optional EPA 608 certification test

Trainer: Buzz Vontesmar, BVT Technical Center, Inc.

Day two training will include: Federal Clean Air Act, Section 608 Training & Test. **Day two** shall continue with an overview from Day one and will include the following: *More preparations, proper refrigerant handling techniques, discussion time for questions & answers, and administration of the EPA test.*

9:00 a.m. – 12:00 p.m.

FURNACE TROUBLESHOOTING & REPAIR Q &A - Continued from Thursday

LOCATION: Buckeye B

Trainer: Charles Miller, Raise Up (Lorain MHA)

9:00 a.m. – 12:00 p.m.

ELECTRICAL WIRING & TROUBLESHOOTING - Repeated Training from Thursday - Limited to 20 attendees per session

LOCATION: BUCKEYE A

Trainer: Chris Butchko, Electrician, Raise Up (Lorain MHA)

9:00 a.m. – 12:00 p.m.

MAINTENANCE SUPERVISOR ROUND TABLE

LOCATION: BUCKEYE C

Panel of Experts:

Jerome Hagerty, Modernization Director-Capital Funds Manager-Maintenance Supervisor, Jefferson MHA

Richard Clark, Crew Lead, Columbiana MHA

Shawn Cunningham, Columbiana MHA

William Brooks, Lead Inspector, Season Tech

John Carpenter, Maintenance Coordinator, Athens MHA

12:00 p.m. – 1:00 p.m.

LUNCH BUFFET

LOCATION: ATRIUM

1:00 p.m. – 3:00 p.m.

GENERAL SESSION – FAIR HOUSING

LOCATION: Buckeye C

You must be registered and attend the full duration of the training to receive your Certificate of Participation. No exceptions. Certificates will be distributed after completion of the general session.

Presenter: Bill Willis, Willis Law Firm LLC

The Fair Housing Act and Section 504 requirements can be tricky without proper training. "Ignorance is bliss", but it gets you sued in the apartment industry. The Willis Law Firm has been representing Landlords for over 30 years. This training provides a practical, landlord perspective to Fair Housing...with a sense of humor! Participants will learn the basis as well as discussing "Hot Topics". This Fair Housing Training is specifically geared toward maintenance.

1:00 p.m. – 3:00 p.m.

TRACK A: EPA 608 CERTIFICATION TEST*

LOCATION: SCIOTO

IF YOU ARE NOT REGISTERED FOR THE EPA EXAM AND TAKE THE EXAM. YOUR HOUSING AUTHORITY WILL RECEIVE AN INVOICE FOR YOUR PARTICIPATION IN THE EXAM

* \$125 additional for optional EPA 608 certification test

Federal Clean Air Act, Section 608 Certification Test: *Section 608 of the Federal Clean Air Act requires that all persons who maintain, service, repair or dispose of appliances that contain regulated refrigerants, be certified in proper refrigerant handling techniques. This training will prepare technicians for the certification test. Tests will be given and graded. Passing certificates will be mailed out and results posted with the Federal Agency.*

3:00 p.m.

Certificate Distribution & Adjournment

Hotel Information

EMBASSY SUITES BY HILTON COLUMBUS
2700 Corporate Exchange Drive
Columbus, Ohio 43231
614-890-8600



OHAC MAINTENANCE CLINIC 2026

<https://www.hilton.com/en/attend-my-event/cmhcees-omg-0c4f7785-ac51-44aa-a1d9-a49fd68eacd4/>

You may make room reservations by telephoning the Embassy Suites directly at **1-614-890-8600**. Be sure to let the Reservation Agent know you are with the group, **“OHAC”** to receive the group rate of **\$131 for the Embassy Suites Columbus Hotel**. You may also make hotel reservations on-line

<https://www.hilton.com/en/attend-my-event/cmhcees-omg-0c4f7785-ac51-44aa-a1d9-a49fd68eacd4/>

The Deadline for making room reservations is **Thursday, September 10th, 2026**. After September 10th reservations are on a “first-come-first-served” basis, and the group rate may not be guaranteed. You will need a tax-exempt form to present to the hotel agent at the time of check-in.

SCOPE OF WORK FOR MAINTENANCE COORDINATORS

- 1.) Work order and Day to Day Operations
 - a. Receive, review, prioritize and assign work orders
 - b. Make sure work orders are completed within the required timelines
 - c. Coordinate emergency response
 - d. Inspect completed work
 - e. Provide assistance to staff with work orders as needed
- 2.) Preventative maintenance and Inspections
 - a. Do section 8 inspections if required
 - b. Maintain documentation and schedule preventative maintenance such as, but not limited to, smoke/co2 detectors, pest control, and furnace filters
 - c. Conduct routine property inspections
- 3.) Unit Turns
 - a. Prioritize unit turns based on how long a unit has been vacant as well as the time constraints for that unit with consideration to if a prospective tenant has been identified for the unit.
 - b. Make sure a through move out and move in inspection is completed and that the unit have been filmed or thoroughly photographed
 - c. Make sure the maintenance staff has a list of everything that is to be done during a unit turn and that they are completing all tasks on that list.
 - d. Make sure an accurate charge list is prepared for any damages caused by the tenants
- 4.) Contractor and vendor coordination
 - a. Getting bids and quotes from contractors
 - b. Making sure contractors are completing work in a safe and timely manner
 - c. Make sure that all work is done following safety standards and that all contractors are licensed and insured
- 5.) Inventory and Material Management
 - a. Maintain and properly store all tools and equipment making sure the shop is well organized
 - b. Order materials as needed and try to compare pricing to keep costs down
 - c. Make sure trucks are organized and properly stocked with common parts to save time and conserve resources
 - d. Keep accurate records of all purchases
- 6.) Resident Communication/ Customer Service
 - a. Communicate with residents about scheduling, access needs, and repair updates
 - b. Address maintenance concerns promptly and professionally
- 7.) Compliance, Safety, and Documentation
 - a. Insure all maintenance work follows HUD NSPIRE standards, local building codes, and agency policies
 - b. Help prepare and be present during NSPRIE, and Code Inspections
 - c. Maintain accurate records
- 8.) Operational Support
 - a. Assist in recruiting, administering, and personnel issues for maintenance staff
 - b. Oversee time off requests and scheduling conflicts
 - c. Approval and calculating of utility allowances for each dwelling type and unit size
 - d. Approval of Reasonable Rent Requests